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(CLASSIFICATION)

DP/E 65-1828
65-2031

OFFICE OF THE DIRECTOR

DD / SECRETARY

Executive Secretary/USIB

CIA SIGINT Officer

Deputy Director/Plans

Deputy Director/Intelligence

Deputy Director/Support

Deputy Director/Science & Technology

Inspector General

General Counsel

In reply refer to

Action Memorandum No. A-453

Date 19 April 1965

TO :

Director/National Intelligence Programs Evaluation
Director/Budget, Program Analysis & Manpower
Assistant to the Director for Public Affairs

SUBJECT :

Briefing Schedule for Admiral Raborn

REFERENCE:

Action Memorandum No. A-452, dated 16 April 1965

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1. In accordance with Mr. McCone's wishes, attached is a revised briefing schedule for Admiral Raborn. The DCI has indicated that he believes it preferable that the Deputy Director level of the Agency brief Admiral Raborn in depth prior to scheduling a briefing by each office. This has been accomplished in the attached schedule by arranging for either a morning or an afternoon to be available to each of the Directorates. Detailed office briefings can be arranged for a later date, but the Deputy Directors may wish to have their office chiefs present during their briefings.

2. Anticipating that unexpected changes may be necessitated in the briefing schedule, the previous instructions that in Admiral Raborn's office will be the focal point for such changes are still in effect. If changes are required, the cancelled briefings will be scheduled whenever there is a break in the Admiral's commitments so addressees are requested to keep their schedules flexible in order that the briefings may be fitted in as soon as possible.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

cc: Mr. McCone

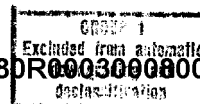
General Carter

Admiral Raborn

Mr. Helms

SUSPENSE DATE:

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Briefing Schedule for Admiral Raborn

Tuesday, 20 April 1965:

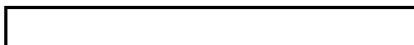
10:00 Deputy Director for Intelligence (DD/I)
(Dr. Ray S. Cline)
2:00 Executive Director-Comptroller
(Mr. Lyman B. Kirkpatrick, Jr.)

Wednesday, 21 April 1965:

2:00 General Counsel (GC)
(Mr. Lawrence Houston)

Friday, 23 April 1965:

10:00 Deputy Director for Science and Technology (DD/S&T)
(Dr. Albert Wheelon)
2:00 CIA SIGINT Officer



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Saturday, 24 April 1965:

9:00 Deputy Director for Support (DD/S)
(Colonel Lawrence K. White)

Monday, 26 April 1965:

10:00 Deputy Director for Plans (DD/P)
2:00 Director/National Intelligence Programs
Evaluation (D/NIPE) and NRO
(Mr. John Bross)

Tuesday, 27 April 1965:

10:00 Inspector General (IG)
(Mr. John S. Earman)
2:00 Executive Secretary, United States Intelligence
Board (USIB)
(Mr. James Lay)

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19 April 1965

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Briefings for the New Director

1. At the Executive Committee Meeting this morning Mr. McCone directed that the detailed briefing schedule published last Friday, the DD/S portion of which was transmitted to you at our Staff Meeting, be scratched. In lieu thereof he desires that a more generalized and broad-brush briefing be given by each Deputy Director, with possibly the Assistant Deputy Director present. This can then be followed by more detailed briefings by the Office Heads but on a deferred schedule which might last a month or two instead of the compressed schedule which would have lasted a week or two. So, I will probably get about two hours sometime within the next several days to explain the entire Support function to Admiral Raborn. Hopefully, each Office Head will have an opportunity for a more detailed briefing later.

2. In order to assist me in making my presentation as comprehensive as possible, I should like from each DD/S Office Head by close of business today a topical outline of the points I should cover about his particular office. Supporting statistics and supplementary information are welcome. Please bear in mind that I will not be able to spend more than ten or fifteen minutes on your particular office.

L. K. White
Deputy Director
for Support

* Not signed--dictated to the secretary of
each DD/S Office Head.

DD/S:LKW:sbo

Distribution: ✓ - DD/S subj 1 - DD/S chrono

OFFICE OF THE DIRECTOR

Executive Registry

65-2004

Deputy Director/Plans
Deputy Director/Intelligence
Deputy Director/Support ✓
Deputy Director/Science & Technology
Inspector General
General Counsel

In reply refer to
Action Memorandum No. A-452

Date 16 April 1965

TO :

Director/Budget, Program Analysis & Manpower
Director/National Intelligence Programs Evaluation
Assistant to the Director for Public Affairs

SUBJECT : Briefing Schedule for Admiral Raborn

REFERENCE:

1. Attached is the preliminary briefing schedule for Admiral Raborn. In order to keep to the schedule as consistently as possible, when changes are made the new briefings will be scheduled at the end. While this will result in some Directorates not being able to go through all of their units consecutively, it will nevertheless insure that all Directorates will at least have some opportunities for presentation to Admiral Raborn during the next two weeks. Mr. Helms will accompany Admiral Raborn on the briefings where possible. In the event that changes in the briefing schedule are necessary, Mrs. [] in Admiral Raborn's office will advise the office of the Deputy Director concerned and [] in Mr. Helms' office. In the event there is any question about the form or circumstances of the briefing, please contact me.

2. To repeat what I said in the Executive Committee meeting of 16 April, please advise the office chiefs that they are allocated one hour for the briefing and that it will be necessary for them to adhere to this schedule. Briefings in greater depth can be arranged for a later date. Where possible, Admiral Raborn would like to be briefed in the office of the component chief, but in the cases of the Domestic Contact Service [] the

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OFFICE OF THE DIRECTOR

In reply refer to
Action Memorandum No. _____

Date _____

TO :

SUBJECT :

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Offices of Training, Logistics and Finance, and Technical Services
Division [] it is suggested that the
office chiefs come to this building for the briefing at this time and
Admiral Raborn can visit the offices at a later date. In the case of
National Photographic Interpretation Center, Admiral Raborn will
visit []

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

cc: Mr. McCone
Admiral Raborn
General Carter
Mr. Helms

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SUSPENSE DATE:

Briefing Schedule for Admiral Raborn

Tuesday, 20 April 1965:

10:00	Deputy Director/Intelligence (DD/I)
11:00	Office of National Estimates (ONE)
12:00	Office of Current Intelligence (OCI)
1:00	Lunch
2:00	Office of Research and Reports (ORR)
3:00	Office of Current Reference (OCR)
4:00	Office of Basic Intelligence (CBI)

Wednesday, 21 April 1965:

2:00	Executive Director
3:00	Budget, Program Analysis and Manpower (BPAM)
4:00	Assistant to the Director for Public Affairs

Friday, 23 April 1965:

10:00	Deputy Director for Science and Technology (DD/ST)
11:00	Office of Scientific Intelligence (OSI)
12:00	Office of ELINT (OEL)
1:00	Lunch
2:00	Office of Research and Development (ORD)
3:00	Office of Computer Services (OCS)
4:00	Foreign Missile and Space Analysis Center (FMSAC)

Saturday, 24 April 1965:

9:00	Deputy Director for Support (DD/S)
10:00	Office of Personnel (OP)
11:00	Office of Security (OS)
12:00	Office of Medical Services (OMS)
1:00	Lunch
2:00	Office of Communications (OC)

Monday, 26 April 1965:

10:00	Deputy Director for Plans (DD/P)
11:00	Foreign Intelligence Staff (FI)
12:00	Counter Intelligence Staff (CI)
1:00	Lunch
2:00-5:00	Director/National Intelligence Programs Evaluation (D/NIPe) and NRO

Tuesday, 27 April 1965:

10:00	Western Hemisphere Division (WH)
11:00	Africa Division (AF)
12:00	Near East Division
1:00	Lunch
2:00	Western Europe Division (WE)
3:00	Eastern Europe Division (EE)
4:00	Soviet Russia Division (SR)

Wednesday, 28 April 1965:

2:00	Office of Training (CTR)
3:00	Office of Logistics (OL)
4:00	Office of Finance (O/F)

Thursday, 29 April 1965:

10:00	National Photographic Interpretation Center
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Friday, 30 April 1965:

10:00	Inspector General (IG)
11:00	General Counsel (GC)
12:00	Domestic Contact Service (DCS)
1:00	Lunch
2:00	Covert Action Staff (CA)
3:00	Operational Services (OPSER)
4:00	Far East Division (FE)